



ARIZONA DEPARTMENT OF TRANSPORTATION POLICIES AND PROCEDURES

SUP-9.01 PRODUCT EVALUATION PROGRAM

Effective: February 9, 2012
Supersedes: SUP-9.01 (04/21/2008)
Responsible Office: Research Center, (602) 712-6430

Review: February 9, 2014
Transmittal: 2012 - February
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1.01 PURPOSE

The purpose of this Policy, which was originally established by Arizona Department of Transportation (ADOT) Highways Division Policy and Implementation Memorandum 92-08 and modified by ADOT Intermodal Transportation Division Policy and Implementation Memorandum 99-01, is to delineate responsibilities and procedures for the evaluation and approval of new products.

1.02 SCOPE / APPLICABILITY

This Policy applies to ADOT entities involved with selecting, evaluating, using or specifying the use of new products for use on, or in association with, ADOT roadways.

1.03 AUTHORITY

This policy is promulgated under the authority and approval of the Director of the ADOT Multimodal Planning Division.

1.04 BACKGROUND

- A. The Arizona Department of Transportation (ADOT) Product Evaluation Program is conducted under the sponsorship of the Federal Highway Administration (FHWA) through the Highway Planning and Research Program. The Product Evaluation Program is established as item 116 under the State Planning and Research Program, Research Support Programs. The Product Evaluation Program coordinates the review and acceptance of new products for possible use by ADOT and maintains the Approved Products List (APL).
- B. On July 1, 1992, three committees were formed under the Highways Division Policy and Implementation Memorandum No. 92-08. This policy was replaced by ADOT Intermodal Transportation Division Policy and Implementation Memorandum No. 99-01, New Products Evaluation and Approval Process, effective December 1999.
- C. The Product Evaluation Program is now under the authority of the ADOT Multimodal Planning Division (MPD) and administered by the Research Center.

1.05 DEFINITIONS AND ACRONYMS

ADOT	Arizona Department of Transportation
Approved Products List (APL)	A list of products which have been evaluated or meet ADOT standard specifications and are approved for ADOT use
ATSSA	American Traffic Safety Services Association
FHWA	Federal Highway Administration, U.S. Department of Transportation

Lead Evaluator	The person assigned by one or more PECs to coordinate the initial review of a product application.
MatPEC	Materials Product Evaluation Committee
MSDS	Material Safety Data Sheet
MUTCD	Manual on Uniform Traffic Control Devices
New Product	Any product submitted for approval that is not on the Approved Products List (APL) at the time of its submittal or has not been previously evaluated.
PEC	Product Evaluation Committee
PRIDE	Product Resource Investment Deployment and Evaluation. Effective February 1, 2011, the PRIDE program's name was changed to Product Evaluation Program.
TCPEC	Traffic Control Product Evaluation Committee

1.06 PRODUCT EVALUATION COMMITTEES

- A. Two Product Evaluation Committees (PECs) are established under this Policy, the Traffic Control Product Evaluation Committee (TCPEC) and the Materials Product Evaluation Committee (MatPEC). The PECs are responsible for coordinating the evaluation of new products within the parameters of their operational policies. The PECs are responsible for coordinating the introduction of new, cost effective products and technologies to ADOT. The PEC chairpersons shall be responsible for resolving issues within their respective PECs and coordinating the resolution of issues that include both PECs.
- B. The TCPEC has the authority to approve or disapprove all traffic control products for addition to the Approved Products List (APL) or to remove traffic control products from the APL that are no longer acceptable to ADOT.
- C. The TCPEC shall be chaired by the Assistant State Engineer, Traffic Group. The chairperson shall determine the membership of the TCPEC, subject to the conditions of this paragraph. The chairperson may consult with other TCPEC members regarding individuals or organizations to include in the TCPEC. Members shall include at least 10 ADOT employees and may also include up to 7 additional individuals from outside organizations. The following organizations may be invited to nominate members to the TCPEC.
 - 1. FHWA – 1 member maximum
 - 2. ATSSA – 2 members maximum
 - 3. Local governments – 2 members maximum
 - 4. *Ad hoc* members – 2 members maximum
- D. The *ad hoc* members may be added at the discretion of the TCPEC and may include, but are not limited to, university representatives or members of the general public. The total number of TCPEC members shall be determined by the TCPEC chairperson.
- E. The MatPEC has the authority to approve or disapprove materials products for addition to the APL or to remove materials products from the APL that are no longer acceptable to ADOT.

- F. The MatPEC shall be chaired by the Assistant State Engineer, Materials Group. The chairperson shall determine the membership of the MatPEC, subject to the conditions of this paragraph. The chairperson may consult with other MatPEC members regarding individuals or organizations to include in the MatPEC. Members shall include at least 5 ADOT employees and may also include a maximum of 4 additional individuals from outside organizations (including FHWA). The total number of MatPEC members shall be determined by the MatPEC chairperson.
- G. The Product Evaluation Program manager will serve as the administrator to the PECs and shall maintain the APL.
- H. Establishing of Subcommittees: Subcommittees can be established by any PEC to review specialty issues. The subcommittees shall conduct themselves within the charters that are set by their originating PEC, and shall report all their findings and recommendations to the originating PEC for decision.

1.07 APPROVED PRODUCTS LIST (APL)

- A. The APL is to serve as a guide to what products are acceptable for use for construction on the State Highway System. However, not all products used by ADOT are listed on the APL. Moreover, the APL does not address most products that are to be used only on a temporary basis such as flagging systems, temporary barrier, and other items associated with work zones or temporary activities. The PECs may elect to modify the APL by adding, deleting or modifying categories within their areas of responsibility.
- B. The Product Evaluation Program manager will maintain the APL. The APL format shall be developed and revised, as necessary, by the Product Evaluation Program manager with the concurrence of the PEC chairpersons.

1.08 PRODUCT EVALUATION APPLICATIONS

- A. The format of the product evaluation application shall be developed by the Product Evaluation Program manager, with concurrence from the PEC chairpersons. Modifications or updates to the application format may be made at the discretion of this group.
- B. Procedures for submitting a product evaluation application shall be developed by the Product Evaluation Program manager, with concurrence from the PEC chairpersons. Modifications or updates to these procedures may be made at the discretion of this group and will be documented in meeting summaries.

1.09 TESTING

For products being proposed for inclusion on the APL that require testing, the testing may be performed by ADOT or by an independent testing laboratory. The PEC will determine what tests are to be performed on a given product and assign an individual to direct the tests. Test results shall be documented. Product manufacturer and/or distributor is responsible for all costs associated with providing product samples, support, and testing.

1.10 EVALUATION PROCESS

- A. Once the application is received, it is issued a product identification number and stored in the database. The application will be reviewed by the Product Evaluation Program manager for determination of whether the product is suitable for the APL and take one of three actions:

1. If product is not addressed by the APL, a non-APL notice is sent to the applicant and no further action taken.
2. If product is suitable for the APL, the Product Evaluation Program manager will search the database to ensure product has not been evaluated previously.
 - a. If product previously evaluated, then applicant needs to explain what has changed with their product, otherwise they will be sent a notice stating product has previously been evaluated and no further action taken.
 - b. If product has not been previously evaluated, the product will be presented at the appropriate PEC meeting and assigned to a lead evaluator(s), if necessary.
- B. The lead evaluator(s) will review product application, verify product meets applicable drawings and/or specifications, and coordinate with the Product Evaluation Program manager if additional information is needed. If a product appears to have a potential chemical safety or health concern, a copy of the product's material safety data sheet (MSDS) will be forwarded to the ADOT Safety and Health Office for evaluation and determination by ADOT with respect to safety and health considerations.
- C. If additional product information is requested by the department, the applicant has thirty (30) days to respond to request. Failure to respond to request will suspend product from further evaluation. Product Evaluation Program manager will notify applicant that product evaluation has been suspended and no further action taken.
- D. Upon completion of the initial evaluation, the product application will be scheduled for discussion at a meeting of the appropriate PEC. The PEC may then vote on the acceptability of the product, or request further evaluation. If further evaluation is required, the process will continue until the PEC makes a final decision on the application.
- E. The Product Evaluation Program manager will notify the applicant via email of the PEC's decision and will enter decision into the database.

1.11 APPLICANT NOTIFICATION

The Product Evaluation Program manager will provide a written notification to the applicant regarding the PEC's decision. When a product is approved, the notice to the applicant will contain the approval date and the date the product requires recertification (usually five years from approval date). If a product is disapproved, the applicant will receive a disapproval notice with sufficient information to ensure the applicant understands the reason(s) the subject product was not approved.

1.12 APPEAL PROCESS

- A. Appeals to a committee decision must be submitted to the Product Evaluation Program manager within thirty (30) days from the notification date. Appeals will be reviewed by the PEC, who will vote on approving or denying the appeal. The appeal will be presented to the committee in their next meeting if it has been received more than fourteen (14) days before the scheduled meeting. At minimum, the appeal shall include:
 1. The name, address and telephone number of the appellant.
 2. The appellant's signature.
 3. Name of the product and product evaluation program identification number.
 4. Detailed statement of facts for the appeal with supporting documents to specifically address the reason for the appeal.

5. The form of relief suggested.

B. All appeal correspondence shall be addressed to the Product Evaluation Program manager. The program manager will review the appeal submitted by the applicant for completeness. The appeal will be considered incomplete if it addresses only the disagreement with the PEC's decision without pointing out any error in the PEC's analysis or the procedure through which this product was evaluated. Only those completed appeals received by the program manager within the stated 30-calendar-day limit will be presented to the PECs for ruling. Presentation of the completed appeals will be in the next meeting of the respective PEC if they are received by the program manager more than 14 calendar days before the scheduled meeting. After considering all the facts that have been presented by the applicant and the responsible PEC, the PEC may select one or more of the following resolutions:

1. Require a new test or evaluation by ADOT.
2. Require a new test or evaluation by an independent testing laboratory.
3. Add the subject product to the APL.
4. Deny the appeal.

1.13 PRODUCT RECERTIFICATION PROCESS

When a product reaches its recertification date, a notice is sent to the manufacturer. The manufacturer must send a response via email stating that the product is still offered for sale under the same trade name and manufactured by the same specifications it was approved under. Upon receipt of the manufacturer's response, the product certification will be renewed for five years on the APL. Changes to company name or contact information are recorded in the APL database and in the APL.

The manufacturer must respond within sixty (60) days of receiving email in order for their product to remain on the APL. If there is no response within sixty (60) days, or the email is returned, the Product Evaluation Program manager will determine if a product should be deleted from the APL based on the recertification action. The final action is recorded in the APL database.

1.14 INACTIVE STATUS

A product will go into inactive status if product has expired on the APL. Expired products will be presented to the PEC for consideration in removing from APL. A product may remain in inactive status for up to sixty (60) days beyond expiration date.